

## Instructions for Contractor Change/Withdrawal/Cancellation Process

1. All applicable Building Plan Review fees will need to be paid prior to contractor change or contractor withdrawal
2. A new Notice of Commencement is required for a contractor change
3. For owner/builder permits the owner/builder assumes the role of the contractor’s tasks stated below

### SCENARIO 1: CHANGE THE CONTRACTOR IDENTIFIED ON A PERMIT

- The **Contractor Change/Withdrawal** form is required to be completed by the Contractor.
- Section A - signed by the current contractor
  - If Section A is not signed by the current contractor, the **Letter of Notification** form must be signed by the property owner in the presence of a notary and then sent to the contractor identified on the permit by way of certified mail. Once the **Letter of Notification** has been delivered or attempted to be delivered, the **Contractor Change/Withdrawal** form along with the **Letter of Notification** form (including a copy of the certified receipt showing the tracking number and mailing address) must be sent to the building department as proof that the contractor identified on the permit has been notified.
- Section B - signed by the proposed contractor
- Section C - signed by the property owner
- If the contractor is being replaced by an owner/builder, the property owner must also sign the Owner-Builder Affidavit in the presence of a Collier County notary. Contractor fills out Section A, and property owner Section C. Section B is not required.

### SCENARIO 2: CHANGE THE SUBCONTRACTOR IDENTIFIED ON A PERMIT

- The **Contractor Change/Withdrawal** form is required to be completed by the Subcontractor.
- Section A - signed by the current subcontractor
  - If Section A is not signed by the current subcontractor, the **Letter of Notification** form must be signed by the property owner in the presence of a notary and then sent to the subcontractor identified on the permit by way of certified mail. Once the **Letter of Notification** has been delivered or attempted to be delivered, the **Contractor Change/Withdrawal** form along with the **Letter of Notification** form (including a copy of the certified receipt showing the tracking number and mailing address) must be sent to the building department as proof that the subcontractor identified on the permit has been notified.
- Section B - signed by the proposed subcontractor
- Section C - signed by the the general contractor’s qualifier

### SCENARIO 3: CHANGE OF QUALIFIER ONLY

- The **Contractor Change/Withdrawal** form is required to be completed by the Contractor.
- Section A - signed by the current qualifier
  - If Section A is not signed by the existing contractor, the **Letter of Notification** form must be signed by the property owner in the presence of a notary and then sent to the contractor identified on the permit by way of certified mail. Once the **Letter of Notification** has been delivered or attempted to be delivered, the **Contractor Change/Withdrawal** form along with the **Letter of Notification** form (including a copy of the certified receipt showing the tracking number and mailing address) must be sent to the building department as proof that the subcontractor identified on the permit has been notified.
- Section B - signed by the proposed qualifier
- Section C - not required

### SCENARIO 4: CONTRACTOR WITHDRAWAL (CONTRACTOR REMOVES THEMSELVES WITHOUT A REPLACEMENT)

- The **Contractor Change/Withdrawal** form is required to be completed by the Contractor.
- Section A - signed by the old contractor
- **Letter of Notification** must be sent to the property owner

(More to Come)

**SCENARIO 5: SUBCONTRACTOR WITHDRAWAL (SUBCONTRACTOR REMOVES THEMSELVES WITHOUT A REPLACEMENT)**

- The **Contractor Change/Withdrawal** form is required to be completed by the Subcontractor.
- Section A - signed by the current subcontractor
- **Letter of Notification** must be sent to the general contractor

**SCENARIO 6: CANCELLATION OF PERMIT**

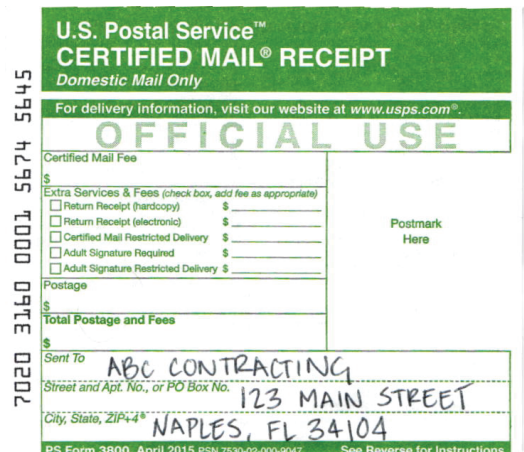
- The **Contractor Change/Withdrawal** form is required to be completed by the Contractor.
- Section A - signed by the current subcontractor
- Section C - signed by the property owner

If Section C is not signed by the property owner, the **Letter of Notification** form must be signed by the contractor in the presence of a notary and then sent to the property owner identified on the permit by way of certified mail. Once the **Letter of Notification** has been delivered or attempted to be delivered, the **Contractor Change/Withdrawal** form along with the **Letter of Notification** form (including a copy of the certified receipt showing the tracking number and mailing address) must be sent to the building department as proof that the contractor identified on the permit has been notified

**SCENARIO 7: EXTENSION OF AN APPLICATION OR PERMIT**

- The **Contractor Change/Withdrawal** form is required to be completed by the Contractor.
- Section A - signed by the current contractor

Below is an example of the Certified Mail Receipt. A copy of the Certified Mail Receipt showing the mailing address and tracking number, must be sent to the Collier County Building Department along with the **Letter of Notification** and the **Contractor Change/Withdrawal Notification** form.



# Contractor Change/Withdrawal/Cancellation/Extension Notification

Date: \_\_\_\_\_ Parcel/Folio #: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Job Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Reason for contractor change, withdrawal, or cancellation \_\_\_\_\_

Has Permit Been Issued ? :  Yes  No    Has Work Commenced ? :  Yes  No

## Options (see instructions pages 1 and 2)

- Scenario 1: Change of Contractor
- Additional portal account names: \_\_\_\_\_
  - Change of Contractor using existing subs
  - Change of Contractor using new subs
- Scenario 2: Change of Subcontractor
- Scenario 3: Change of Contractor's Qualifier only (exact same company name)
- Scenario 4: Contractor Withdrawal only (contractor has not been replaced)
- Scenario 5: Subcontractor Withdrawal only (contractor has not been replaced)
- Scenario 6: Cancellation of  permit or  revision
- Scenario 7: Extension of application or permit

**Sections A through C must be completed in full and signed in the presence of a notary**

## Section A: Existing Contractor/Subcontractor Signature

- Letter of Notification provided (skip Section A) (Letter must be delivered or attempted to be delivered)

Signature of Existing Qualifier: \_\_\_\_\_

Printed Name of Existing Qualifier: \_\_\_\_\_

State License Number: \_\_\_\_\_ Phone #: \_\_\_\_\_

Printed Business Name: \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by (printed name of owner or qualifier) \_\_\_\_\_

Such person(s) Notary Public must check applicable box:

- Are personally known to me
- Has produced a current drivers license \_\_\_\_\_
- Has produced \_\_\_\_\_ as identification.

Notary Signature: \_\_\_\_\_

Must Comply with Notarial Law

Notary Seal

**Section B: Proposed Contractor Signature**

Signature of Proposed Contractors Qualifier: \_\_\_\_\_

Printed Name of Proposed Contractors Qualifier: \_\_\_\_\_

State License Number: \_\_\_\_\_ Phone #: \_\_\_\_\_

Printed Business Name: \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by (printed name of owner or qualifier) \_\_\_\_\_

Such person(s) Notary Public must check applicable box:

- Are personally known to me
- Has produced a current drivers license \_\_\_\_\_
- Has produced \_\_\_\_\_ as identification.

Notary Signature: \_\_\_\_\_

Must Comply with Notarial Law
Notary Seal

**Section C: Property Owner Signature (General Contractor Signature for Change of Subcontractor only)**

*I acknowledge that I shall assume full responsibility for the work completed by the previous contractor/qualifier and hold Collier County, its agents, employees and elected officials harmless and without liability for the removal of my previous contractor and any work performed before, during and after such removal.*

Signature of Property Owner/General Contractor: \_\_\_\_\_

Printed Name of Property Owner/General Contractor: \_\_\_\_\_

Printed Business Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by (printed name of owner or qualifier) \_\_\_\_\_

Such person(s) Notary Public must check applicable box:

- Are personally known to me
- Has produced a current drivers license \_\_\_\_\_
- Has produced \_\_\_\_\_ as identification.

Notary Signature: \_\_\_\_\_

Must Comply with Notarial Law
Notary Seal

# Letter of Notifications

Request Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Jobsite Address: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Qualifier Name: \_\_\_\_\_

This letter is to inform the Collier County Building Official, Contractor, and/or Owner, that I:

- Request as contractor to be removed from the permit
- Request as subcontractor to be removed from the permit
- Request to remove the current contractor from the permit and replace with new
- Request to remove the current subcontractor on the permit and replace with new
- Request to cancel the permit
- Request to cancel the revision only
- Request to extend the application/permit

Once the contractor withdrawal is completed, the owner will assume responsibility of the permit and will need to hire a new licensed contractor or provide the owner/builder affidavit and documentation to proceed as an owner/builder permit.

**Reason for Contractor Change, Withdrawal, Cancellation or Extension:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*I acknowledge that I shall assume full responsibility for the work completed by the previous contractor/qualifier and hold Collier County, its agents, employees and elected officials harmless and without liability for the removal of my previous contractor and any work performed before, during and after such removal.*

**Notarized Signature**

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by (printed name of owner or qualifier) \_\_\_\_\_

Such person(s) Notary Public must check applicable box:

- Are personally known to me
- Has produced a current drivers license \_\_\_\_\_
- Has produced \_\_\_\_\_ as identification.

Notary Signature: \_\_\_\_\_

Must Comply with Notarial Law

Notary Seal